

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Public Education Specialist	Job Family: 2
General Classification: Professional	Job Grade: 25

Definition: Under general direction of the Office of Emergency Services Coordinator, develops, prepares and presents public education and emergency preparedness programs to the public and City personnel; develops and presents public information news releases, informational materials, newsletters and handouts; subject to being called back when off duty; may work on weekends or be assigned irregular work hours during the day or evening; performs other duties as assigned. Performs responsible technical and administrative work for the Office of Emergency Services.

Distinguishing Characteristics: This position is a single-class position that reports directly to the Office of Emergency Services Coordinator.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Develops and presents fire and life safety education programs to citizens, community groups, businesses and City personnel.
2. Supports emergency preparedness programs by delivering appropriate training and assistance to citizens, community groups, businesses and City personnel relative to emergency preparedness practices.
3. Serves as a Fire Department representative to local residents, governmental agencies, community groups, private businesses and others concerning questions and activities related to public education, emergency preparedness and public information.
4. Develops or modifies, coordinates and delivers public education, emergency preparedness and public information programs and special related projects.
5. Prepares and develops fire and life safety handouts and contributes to the City newsletter.
6. Prepares general correspondence, summary reports and records of activities.
7. Recruits and coordinates additional volunteer resources for public education and emergency preparedness programs.
8. Maintains program supply inventory.

9. Represents the Fire Department in a professional and knowledgeable manner to the media and the public.
10. Assists in planning and execution of a variety of program areas which may include special-interest classes, youth programs and special events.
11. Perform additional duties as assigned.

Minimum Qualifications:

Knowledge of: Principles and practices in regard to: techniques and principles of developing public education and training materials; principles of the learning process; communication skills used for group discussions and instruction; correct English usage for public speaking and preparation of written educational materials; audio/visual media capabilities for public education and instructional purposes; teaching techniques and classroom training aids; planning and scheduling the use of equipment, personnel and locations for public education.

Ability to: Maintain a calm and professional demeanor during stressful or difficult situations; effectively communicate both orally and in writing with City staff, outside agencies, the media and general public; establish and maintain effective and cooperative working relationships with City staff, community representatives and the general public; write effective and accurate reports and memorandums; use modern office technology and equipment, including computers, related software, telephones, calculators, copiers and fax machines; work evenings, weekends or irregular hours as assigned; evaluate public education, emergency preparedness and public information programs; communicate effectively in meetings and in group discussions; establish rapport with officials of other agencies, news media, fire agencies, the general public and special-interest groups; write and edit training and educational material, handouts and presentations; prepare visual training aids and prepare and edit clear and complete reports; establish and maintain harmonious working relationships with supervisors, other employees and the public; establish effective communication and interpersonal relations with officials and administrators of Federal, State and local government, fire agencies, the general public and special-interest groups.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities. A typical way to obtain the knowledge and skills would be:

Recommended: Training and experience equivalent to completion of an AA/AS degree with major coursework in communications, public administration, journalism, fire science or a related field and two years of experience in public education, public information or emergency preparedness or related field that can be

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directly related to the knowledge and abilities listed as minimum qualifications. A bachelor's degree in a related field is highly desirable.

Required Licenses or Certificates: Valid California driver's license.

Working Conditions: Subject to being called back when off duty; may work on weekends or be assigned irregular work hours during the day or evenings.

Established August 2007

Revised October 2007

CLASS SPECS

CS028-P^